

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board Meeting Thursday, December 20, 2012, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

Present: Mike Blakely  
 Anna Franz  
 Jon Lane  
 Stephen McFadden  
 Mike Villarreal

### 2. Introductions

Board Vice Chair Mike Blakely introduced Timothy Paulson, BBCC Veteran's Club President to lead the pledge of allegiance. Mr. Paulson served in the Air Force 1987-1990. He was part of the Security Police, stationed at Hahn AB, Germany. Mr. Paulson earned the Achievement Medal for participating in a 100 mile march in Nijmegen, Holland over a period of four days. He first attended BBCC Fall 2012. He recognized a need for Veterans' resources and initiated forming the BBCC Veterans' Club.

New Trustee Mike Villarreal was introduced by Trustee Blakely. Trustee Villarreal was appointed following the expiration of Trustee Wren's term.

Former Trustee and Board Chair Mike Wren was presented with a plaque of appreciation for his dedicated leadership. He served as the Board Chair and Chair of the Presidential Search Committee, which took considerable commitment and time. Mr. Wren said it was a real privilege to work with BBCC employees and serve the college. He encouraged all in attendance that their efforts change lives. He complimented the teamwork between employees.

The consent agenda procedure was explained by Trustee Blakely. Routine information is shared in the consent agenda. All consent agenda items can be approved at one time. If a Trustee would like to discuss a consent agenda item, the item can be pulled from the consent agenda and placed on the regular agenda for individual consideration.

### 3. Consent Agenda

a) Approval of Regular Board Meeting Minutes November 1, 2012 and Special Meetings November 2 and December 11, 2012 (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update (I); k) Donations.

Motion 12-51 Trustee Stephen McFadden made a motion to approve the consent agenda with the minutes as presented. Trustee Jon Lane seconded the motion, and the motion passed.

#### 4. **Remarks**

- a. ASB Programmer Brindy Byington provided the ASB update. ASB lunchfests continue to be successful. There were 211 attendees at the Thanksgiving fest and 199 attended the appetizer fest in December.

There was a great turnout for bowling night with 163 people attending, including BBCC's softball coach. To get to know everyone a little better, ASB officers asked everyone to wear a nametag.

ASB held a Library campout in the Peterson Gallery beginning at 8:00 p.m. and served free soda and pizza to those who were studying in the library for finals that night. ASB also facilitated the ice-breaker activities for New Student Orientation taking place on December 17.

Phi Theta Kappa held its Book Buy Back Bake Sale in front of the Bookstore during finals. They also sponsored a Giving Tree for the Salvation Army.

The Veterans Club/Resource Center is new on campus. There are now a total of eight clubs on campus.

ASB is sponsoring the Couch Potato for home basketball games - \$40 for two 1-topping large pizzas and soda, while getting a chance to sit on the comfy couch mid-court for both games. The couch potato is only available for one more game, January 26 against Walla Walla.

- b. Ms. Kathy Aldrich filled in for Classified Staff Representative Tana Richins. Jim Meyers attended a Clery Act/Crime Reporting Training on October 13 on campus as well as an Ethics Training by Human Resources on October 23. Starr Bernhardt attended the Fall 2012 Research and Planning Commission Conference held October 17 – 19 at Renton Technical College. Dina Moskvich attended the 36<sup>th</sup> Annual WAEYC Conference October 18 – 20 in Vancouver, WA. Nancy Leach attended the NAEOP Fall Conference for Regional Trio Associations October 21 – 24 in Coeur d'Alene, Idaho. Luis Alvarez attended a Diversity Training at the Washington State Faculty & Staff of Color in Higher Education Conference October 31 – November 2 in Bellingham.

November 7, Rita Jordan and Alejandra Sandoval both participated in a webinar training regarding Student Loan Cancellation Discharge. Also on November 7, Ana Bolivar attended a Sexual Health Training at the L & I Bldg. in Moses Lake.

November 12 – 26, Clint Hansen received evening online training regarding CISCO ICND1 through the Horizon Learning Center in Spokane.

The classified staff raised \$179 at the Holiday Craft Bazaar. Handcrafted items for sale included paper Christmas trees and wreaths made from some of the books left over from the October book sale. Ms. Aldrich thanked all those who donated their time and talents to help make the items as well as those who purchased items. This money will be used to help some of the classified staff attend the annual STTACC Conference next August.

- c. Faculty Association President Mike O’Konek shared information from faculty members. Welding Instructor Shawn McDaniel is assembling the CNC plasma cutter and orbital TIG welder funded by a SBCTC grant. This new equipment will be incorporated into the welding program.

Nursing Instructor and Nursing Club Advisor Jennifer Brooks reported the holiday bazaar raised \$800 for nursing students. The proceeds will fund review activity for student licensure in the spring.

The Faculty Association made their annual donation to Operation Friendship.

- d. VP Gail Hamburg reported she is in the process of refinancing the COP to take advantage of the interest rate drop from 4.109% in 2004 to 1.985%, resulting in a savings of \$330,000.

VP Hamburg has been working with the Department of Enterprise Services (DES) energy program regarding improvements to BBCC facilities to lower energy costs. An energy services company (ESCO) audit was performed by Apollo Solutions Group. The proposed projects include interior lighting in Buildings 1600, 3100, 3300, 3400, 3500, 3600, 4000, and 4200 and exterior lighting around campus. The exterior lighting improvement will also address safety concerns. Some of the lighting will be new installation and some will be retrofitted.

The total cost of the project is \$947,335. The college would receive a Grant County PUD incentive of \$93,494. VP Hamburg will also apply for a Department of Commerce grant of \$442,000. The college will make a capital contribution to the project of \$200,000 and finance \$211,841 through a COP. The payments to the COP will be offset by the energy savings. This will not affect BBCC’s operating budget. VP Hamburg shared a map illustrating the lighting revisions.

Motion 12-52

Trustee Jon Lane made a motion to approve moving forward with the grant proposal as presented. Trustee Mike Villarreal seconded the motion, and the motion passed.

- e. VP Mohrbacher reported despite the passage of I-502, students and employees cannot smoke pot on campus. Because BBCC distributes federal funds, BBCC will comply with federal law rather than state law. This position has been shared with staff and students.

The transfer pathway diagram in the consent agenda illustrates the difficulty in determining student graduate rates. A little over 70% of 2010-11 "BBCC transfer intent students" made educational progress.

There was recently a press release about workforce development funds for computer science in the amount of \$149,000. There may also be funding for an additional year.

There are donations noted in the consent agenda. There is a Job Skills Program (JSP) that administers grants through the SBCTC for community colleges working as training agents for industry. News of the REC donation prompted a call from the SBCTC. JSP staff advised that BBCC can now apply for matching funds for the \$88,000 donation.

Trustee Jon Lane reported that the Grant County Economic Development Council Board is pleased about the new Computer Science Program.

- f. VP Kim Garza reported current WorkFirst employee Luis Alvarez was hired as the 12-month TRiO Senior Academic Advisor. The 9-month TRiO position remains open, and she hopes to hire someone next quarter. An offer was extended and declined for the Online Nursing position; the committee will regroup. STEM position interviews are scheduled. The screening committee for the Foundation Office Manager is moving forward with scheduling interviews.

The annual holiday potluck was held December 14. VP Garza thanked Trustees Lane and Blakely for attending.

The event raised \$350 and a mini-van full of toys for Operation Friendship. Trustee Mike Blakely commented that BBCC has a family atmosphere.

- g. Executive Director of the Foundation LeAnne Parton reported Foundation activities. The Big Bend Community College Family Campaign was conducted the month of November 2012 for the 2013 calendar year. During the 2009 family campaign there were 190 full-time employees, of which 27 employees (14%) contributed. The annual total for donations to the BBCC Foundation was \$10,308.

November 2012, the Foundation initiated a Family Campaign competition between departments. The departments that reached 100% participation in the Family Campaign were invited to be guests of the BBCC Foundation Board of Directors for a luncheon cooked and served by board members. Three departments (Childcare/ECEAP/ECE, Business Office, and Human Resources/Payroll) reached 100% participation.

This November, BBCC employees numbered 175 full-time employees, of which 57 (33%) have contributed or pledged donations to the BBCC Foundation. The total gift is \$16,741.

The Floch Memorial basketball game was played on the BBCC campus December 7, 2012. Odessa High School played against Soap Lake High School. After both the girls and boys teams played, the BBCC Men's basketball team played against Gonzaga's Club team. At this annual game, all of the gate proceeds are by donation only. The money raised at the games totaled \$1,043 for the Ryan Floch Memorial Scholarship. Both Ryan and Drew Floch were former BBCC students who played basketball for BBCC. They were killed in a boating accident with their grandfather and cousin in August of 2001. This event has helped bring the Odessa Community and BBCC closer.

The Board of Trustee Scholarship fund currently has a balance of \$36,553.79. The BBCC Foundation awards 5% of the total after year end distribution of earnings to a part-time student. The Foundation awarded \$142,000 scholarships last year. The Foundation is vital to BBCC's success, commented Trustee Mike Blakely.

Trustee Mike Blakely asked for a report from the safety officer. Director of Safety and Security Kyle Foreman provided a verbal report. Safety is the priority of everyone on campus. BBCC has safety and security plans in place in order to be prepared for emergency situations. The improved lighting will help. There is also a new campus alert system with 3,200 subscribers. Anyone can register to receive the campus alerts. Campus alerts include notification about cancelled classes and campus closure.

## **5. Mission, Vision, Values**

VP Bob Mohrbacher stated there is a "harmonic convergence" of many factors coming together at once on campus leading to strategic planning changes. During the accreditation evaluators' visit in October, the evaluators recommended that the mission be more closely aligned with core themes. BBCC's core themes are connected to the Board's ends statements. The accreditation standard one report regarding Mission is due fall 2013. The Academic Master Plan (AMP) is our strategic plan, and it expires spring 2014. Mission, ends statements, core themes, AMP outcomes, outcomes for core themes, and the vision statement contained in the AMP are all pieces included in BBCC's strategic planning effort. Planning is underway to revise and streamline some of the pieces.

President Leas and VP Mohrbacher have discussed being thoughtful about how to rewrite the mission. The process will include a facilitated BBCC stakeholder meeting in February to gather feedback. Stakeholders include a Trustee, Foundation Board members, community members, faculty and staff.

President's Cabinet, which includes administrators, faculty and staff, will compose a draft mission statement for approval by the Trustees. The timeline on this effort is short due to the accreditation standard one report requirement. The mission should be rewritten by April 26.

Trustee Mike Blakely stated the mission needs to be broad. VP Mohrbacher observed the mission also needs to be measurable. Trustee Mike Villarreal commented on the importance of showing growth. Trustee Blakely suggested choosing a Trustee to attend the Stakeholder meeting during the January Board meeting. The facilitator of the meeting will be someone from outside the system who is familiar with accreditation, strategic planning and Carver policy governance. The Board may revise their ends statements as this effort moves forward.

**6. Board Chair Matrix**

Trustee Mike Blakely referred to the Board Chair matrix. He said it could be approved as presented or revised.

Motion 12-53 Trustee Jon Lane made a motion to approve the Board chair matrix as presented. Trustee Stephen McFadden seconded the motion and the motion passed.

**7. Trustees Association of Community and Technical Colleges (TACTC) Transforming Lives Award**

Board Chair Blakely explained the history of this award, which was initiated in 2012. The Trustees Association wanted to raise awareness of student success. They created the Transforming Lives Award (\$500) to call attention to the transformative value of the Washington community college educational experience. BBCC graduate Ms. Cristian Ramon was one of five TACTC Transforming Lives Awardees in 2012 chosen from a pool of 34. The focus of the award this year is on graduates who are successful, productive individuals working in their career field as a result of their education. All the nominees are invited to the Awards dinner scheduled January 29 in Olympia sponsored by TACTC.

The Trustees reviewed the three candidates included in the Board packet and commented that each candidate was equally deserving of the nomination.

Board Chair Mike Blakely announced a 5-minute break at 2:56 p.m. The meeting reconvened with no action taken.

Motion 12-54 Trustee Jon Lane made a motion to nominate Angelica Huerta Juarez as BBCC's TACTC Transforming Lives Award nominee. Trustee Stephen McFadden seconded the motion, and the motion passed.

The Trustees commented that each candidate overcame great odds and entered the workforce in high-demand careers as a result of their education at Big Bend Community College. Trustee McFadden recognized Ms. Huerta Juarez's accomplishments of learning a new language, acquiring a GED, and successfully navigating the nursing program to earn her LPN and continue working toward her RN.

Trustee Mike Villarreal commented the candidates are examples of successful students who took advantage of BBCC's resources and asked for help when needed. President Leas stated each candidate made the choice to transform their lives through education at BBCC.

It was noted that candidate Angelica Huerta Juarez may not be available to attend the awards dinner in Olympia.

Motion 12-55 Trustee Anna Franz made a motion to nominate Maria Hartman as BBCC's TACTC Transforming Lives Award nominee if Angelica Huerta Juarez is not available to attend the dinner. Trustee Jon Lane seconded the motion, and the motion passed.

Trustee Jon Lane suggested a recommendation from faculty or staff and a list of each candidate's community involvements would improve this process in the future.

**8. Governance Institute of Student Success (GISS) Board Self-Evaluation**

Trustee Blakely referred to the data the Trustees reported that GISS compiled in the Board packet. He suggested discussing the results during a study session prior to the next Board meeting. President Leas and Trustee Blakely attended the GISS conference in October. President Leas commented that during the conference, it was recommended that each Board's data results be used for strategic planning while keeping student success at the center of all policy decisions. He noted student success is not mentioned in the current mission statement. This is important material that could be very helpful with revising the mission statement and during strategic planning.

Trustee McFadden supported the idea of a study session in order to include Trustee Villarreal in the process and review fine tuning the Board goals. Trustee Blakely suggested focusing on one or two five-year goals.

**9. Assessment of Board Activity**

Trustee McFadden reported that he has spent the last four weeks following his local football team as they earned the title of state champs. November 2, he hosted a Ritzville community meeting welcoming President Leas. The meeting was well received with the 9<sup>th</sup> District legislators, the Mayor, school district superintendent, and others in attendance. He has received positive feedback about the meeting. Ritzville/Lind community members are feeling more connected to BBCC.

TACTC has invited Trustee McFadden to join the newly formed Visioning Committee. He has participated in one teleconference. The committee plans to meet in person soon. He has asked for previous visioning and 5-year goal structure documents.

Trustee Anna Franz stated she has attended two BBCC community meetings. She commented the meetings are really good opportunities to learn about the perspectives of community members.

Newly-appointment Trustee Mike Villarreal stated he is happy to be on the BBCC Board.

Trustee Jon Lane reported that he attended the Othello and Ephrata community meetings. He welcomed Trustee Villarreal to the Board. Trustee Lane recently delivered the keynote speech for the Moses Lake High School program, "Jobs for American Graduates." One of his key points was to encourage students to pursue post-secondary education. Trustee Lane attended the Job Corps community relations meeting and noted some of the students' goals include enrolling at BBCC. Job Corps Director Peggy Hendren is leaving, and a new director will be selected. Trustee Lane attended the holiday potluck. He also attended the M&O potluck today and appreciated the opportunity to recognize the work that M&O staff do on campus. Lastly, Trustee Lane reported that he attended the TACTC Legislative Action workshop at Highline Community College. He noted the Governor-Elect Inslee's transition team includes WSU President Elson Floyd and the Superintendent of the Renton School District.

Trustee Mike Blakely stated former TACTC President Larry Brown is also on Governor-Elect Inslee's transition team. Trustee Blakely has contacted Governor-Elect Inslee and Larry Brown.

Trustee Blakely attended the Ritzville community meeting and enjoyed a good conversation with Senator Schoesler. He encouraged the legislators in attendance to confirm BBCC Trustees Franz and Villarreal. Trustee Blakely attended the Ephrata community meeting and contacted Mayor Hemberry to discuss holding a community meeting in Quincy. He attended the BBCC holiday potluck and Joint Foundation/Advisory Board meeting. Trustee Blakely and President Leas met with Representative Warnick's legislative assistant Kyle Lynch. He also attended the WA School Directors' Association conference.

Trustee Stephen McFadden thanked Melinda for her assistance arranging the community meetings.

#### **10. Next Meeting Regular Board Meeting**

The scheduled January 10 Board meeting conflicts with the Northwest Commission on Colleges and Universities review of BBCC's accreditation visit. The Trustees discussed alternative dates.



Motion 12-56

Trustee Jon Lane made a motion to move the January 10 meeting to January 25 at 1:00 p.m. Trustee Mike Villarreal seconded the motion, and the motion passed.

**11. Miscellaneous**

President Leas announced that the Public Disclosure Commission will be contacting the Trustees soon to request the completion of annual documentation.

President Leas stated he was considering scheduling the Quincy community meeting January 8; however, there is a conflict with the annual Adams County Development Council luncheon that same date. Senator Schoesler will be the keynote speaker at the luncheon. Senator Schoesler has stated his priorities are jobs, education, and budget. An alternate date will be chosen for the Quincy meeting. Trustee Blakely is helping compile a list of invitees. President Leas stated he and the Vice Presidents recently enjoyed dinner with the ASB Officers.

President Leas stated there is a new Trustee orientation scheduled January 29, and the TACTC Legislative Conference is scheduled January 30 in Olympia. Trustees Anna Franz and Mike Villarreal will be attending the new Trustee Orientation along with President Leas. Trustees Blakely, Franz, Lane, and McFadden will attend the Legislative conference.

There are two upcoming ACCT educational opportunities for Trustees. President Leas and the Trustees determined that they would like to attend the Governance Leadership Institute in San Antonio, Texas in March.

The Spokane International Airport donated two fire trucks that BBCC had been leasing for \$1 per year. Dean Clyde Rasmussen explained that the trucks are useful and have low maintenance costs.

Motion 12-57

Trustee Anna Franz moved to accept the fire truck donation from the Spokane International Airport. Trustee Jon Lane seconded the motion, and the motion passed.

The meeting adjourned 3:57 p.m.

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Mike Blakely Chair

ATTEST:

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Dr. Terrence Leas, Secretary